

Shape Your Future...

in South Yorkshire



Careers
Yorkshire and
the Humber

hepp

Part of the aspire-igen group

Shape Your Future

Explore your career routes, options and pathways

This guide will help you research and plan your next steps.

Here are some tips for getting the most out of this publication:

- To find out more about qualifications, routes and education and training pathways, go to pages 6, 7 and 8.
- Go to pages 10-21 to find out more about work “sectors” – the name for a collection of jobs that may need similar subjects for entry. Page 9 contains information about self-employment if you’re interested in working for yourself.
- Pages 22 and 23 provide some examples of some new and possible jobs in the future.

Disclaimer

The information has been researched and all the web links have been checked within this publication. The inclusion of an organisation does not signify an endorsement. Remember website and other information can change rapidly.

- Everyone needs to make the most of their skills and experiences - on pages 24 and 25 you'll find some ideas on how to develop yours.
- No-one likes the thought of job interviews, but pages 26 and 27 are full of useful information about making successful applications.
- There's a page for parents and carers to look at - so encourage yours to read page 30.
- Links and further information can be found on page 31.

Salary information has been sourced from the National Careers Service website (job profiles page) to provide consistent starting salaries.
<https://nationalcareers.service.gov.uk>

Top tip!

Whatever stage you are at in your career, always do as much research as possible into the options available - you could find yourself doing a career you would never have imagined!



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Welcome to Shape Your Future in South Yorkshire



The future world of work will be exciting, innovative, dynamic, and you are an important part of that future.

As Mayor, I believe you are important to the future of our region and our country. I want our region to produce a workforce fit for the 21st century; adaptable, skilled, creative, and supported, with the ambition and drive to achieve their potential.

I want young people to feel empowered to aim high, achieve their potential, and realise their ambitions.

Helping to improve opportunities and enabling you to realise your full potential is a priority for me. I have supported initiatives such as the Children's University, which helps young people from all backgrounds take part in activities outside of the classroom, encouraging self-confidence and aspirations.

Helping improve life opportunities for young people in our region who need it most is something I am passionate about, which is why I also support the South Yorkshire Futures initiative, led by Sheffield Hallam University.

With exciting new developments, such as investments from global companies, our region is going places – and the range of jobs and careers across countless industries offer a real chance for you to do something you feel passionate about.

As a region, we are committed to ensuring you have every opportunity to succeed, whether through higher education, training or apprenticeship schemes with some of our biggest and most exciting companies.

Our region has a unique mix of a diverse economy across numerous sectors while boasting one of the greenest cities in the world, with the Peak District on our doorstep, and thriving towns. We also have a proud heritage in steel and engineering, and this legacy continues today with our strong manufacturing sector.

We're home to the UK's fastest-growing airport; two world-class universities in Sheffield; the National College for High Speed Rail in Doncaster; Barnsley's Digital Media Centre and to a brand-new University Centre in Rotherham.

Through schemes like Sheffield City Region's Talent Bank, we're connecting people with inspirational leaders.

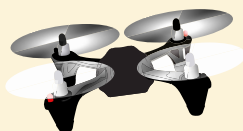
Whichever part of our region you call home, there will be courses, apprenticeships, and training to match your ambition.

As Mayor, I am working to ensure that whatever your background, you have access to outstanding opportunities. Because I believe that it's important to broaden horizons and the work we are doing with businesses, schools, universities and governments will go a long way to developing the workforce of the future.

I hope this leaflet goes some way in helping you decide which career path you want to take and which will be the best choice for you.

You are the future of our region!

Mayor Dan Jarvis MBE MP



Changes in the Labour Market*



**FIND OUT MORE
ABOUT SKILLS
ON PAGES
24 & 25**

Change	How will it affect careers of the future?	Which job areas will be important?		Which skills will be most important?
New technology is being developed constantly.	<p>New technology is one of the reasons for some jobs disappearing. Think about the self-service machines in supermarkets and robots on production lines; these work a lot of machines that used to be operated by people. We could soon be seeing driverless cars and drones being used for deliveries.</p> <p>New technology creates new jobs especially those using higher level skills, such as 3-D designers and software engineers.</p>	<p>Electronics Design engineering Creative and media</p>	<p>ICT and big data Aerospace Cyber security</p>	
People are living longer than before.	<p>People will need more health and social care. There will be demand for research into drugs and ways for people to keep their independence.</p> <p>More care, health and social workers will be needed look after an ageing population - especially workers on a mobile basis to deliver services to people.</p>	<p>Health care Social care Bioscience</p>	<p>Pharmacology Leisure</p>	
The skills of people around the world are increasing.	<p>There is more competition from the rest of the world. China and Japan both have more than twice as many graduates as the UK. There are competitive apprenticeship programmes in countries such as Germany. Workers need to keep their skills and qualifications current to give them the best chance of productive careers.</p>	<p>Education Science Engineering Manufacturing</p>	<p>Creative and media (including gaming) Manufacturing ICT Finance</p>	
'Green' issues; We need to take more care of the environment.	<p>More research into saving energy and developing greener technology. If we all start driving electric cars we'll need skilled mechanics to maintain them.</p> <p>New building materials and ways to use less energy. More efficient design and use of materials.</p> <p>Less pollution of the environment. Reduction in the use of plastics and other non-biodegradable materials. We need to eat less meat to make world food supplies go further.</p>	<p>Engineering including motor vehicle Chemical processing Recycling Agriculture</p>	<p>Energy and utilities Innovation Design Research (including into alternative food sources)</p>	
People are thinking carefully how they spend their money, especially in their leisure time.	<p>Increased demand for services such as catering, fitness, health spas and gaming.</p> <p>Some farms are turning to tourism on top of farming (diversifying their businesses).</p> <p>There are more overseas visitors coming to the UK. More hotels are offering spa facilities.</p> <p>People are having longer retirements so need to plan their finances effectively.</p>	<p>Health and beauty Sport and leisure Hospitality and tourism</p>	<p>Creative and media Sales and marketing Financial advice</p>	

*The labour market refers to all the people who are able to work and want jobs in a country or area, in relation to the number of jobs there are available in that country or area.

Want to find out more about automation and the impact on jobs? Visit: <https://www.bankofengland.co.uk/knowledgebank/will-a-robot-takeover-my-job>

Qualifications and Pathways

On the next two pages we've listed some of the qualifications and their 'levels'.

It's important for you to research qualifications for your future career – remember not all qualifications are offered everywhere!

AGE RANGE 14 to 16

Level 1

GCSEs (grades D-G or 3-1)

You will study a variety of subjects and the grades you get can affect your future career choices.

Vocational/applied courses

include BTEC Introduction Diplomas.

Traineeship

A traineeship is an education and training programme which incorporates work experience, preparing young people for their future careers by helping them to become 'work ready'.

AGE RANGE 14 to 16

Level 2

GCSEs (grades A-C or 9-4)

Maths and English at Grade 4 or higher is essential for more advanced study and most employment.

Vocational/applied courses

include BTEC Level 2 (First) Diplomas, CACHE and Cambridge Technicals.

Intermediate Apprenticeships

These are the first level of apprenticeship. Apprentices work towards work-based learning qualifications such as an NVQ Level 2.

AGE RANGE 16 to 18

Level 3

A Levels

Students study A-Levels at a further education college or sixth form.

Vocational/applied courses

include BTEC Level 3 Diploma Extended Diplomas, T Levels*, Cambridge Technicals and CACHE.

Advanced Apprenticeships

These are a step above Intermediate Apprenticeships. It's a chance to access training, develop skills and gain qualifications whilst working for an employer.

* Available from 2020.

Top tip! Remember qualifications are changing all the time and we've not been able to list every one that is available. Talk to your teachers and tutors for the latest information.





AGE
RANGE

18+

Level 4

Degree

A course of study usually undertaken after Level 3 qualification(s) studied at university or college. Normally involves three or four years of study and spans qualification Levels 4-6.

Vocational/applied courses include Higher National Certificates: A full-time Higher National Certificate (HNC) takes one year to complete, or two years part-time. The HNC is equivalent to the first year of a university degree programme.

Higher Apprenticeships

An opportunity to gain Level 4 qualifications including NVQ Level 4, HND or a foundation degree. A higher apprenticeship can take from one to five years to complete and involves part-time study.

AGE
RANGE

18+

Level 5

Studying for your Degree

You'll undertake varied study depending on your course: time in lectures, seminars and self-study are all common on most courses.

Vocational/applied courses include Higher National Diploma and some Foundation Degrees: work-related vocational qualifications, 'equivalent' to the first two years of a three year honours degree.

Degree Apprenticeships

Degree Apprenticeships are universities and colleges working with business to offer degree courses that combine academic study and workplace experience.

AGE
RANGE

18+

Level 6

Completing your Degree

You'll be able to access support throughout your course on a variety of issues such as study and well-being and help to progress to your next step.

Top tip! Universities often offer opportunities for studying abroad or work experience. This may help you pick your higher education course.

Degree Apprenticeships

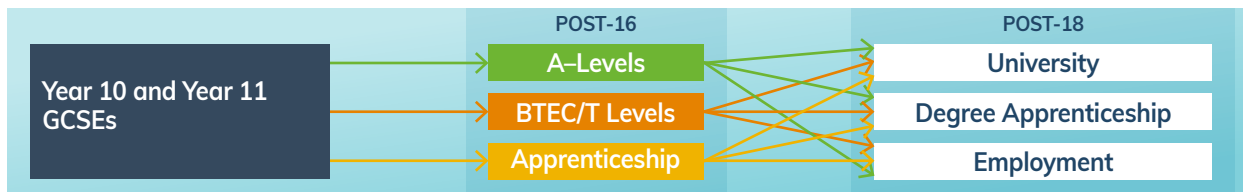
Degree Apprenticeship are a way of gaining a high-level qualification, giving you a salary and valuable experience. They can last up to five years.

Further study: If you complete a degree course, there are a number of more advanced qualifications you can take including a Masters degree or a PhD. These (with some degree apprenticeships) would be classed as Level 7 qualifications and beyond.



REMEMBER;
IT'S ALWAYS
IMPORTANT
TO DO YOUR
RESEARCH INTO
QUALIFICATIONS
AND CAREERS TO
KEEP AS MANY
OPTIONS OPEN FOR
YOURSELF.

Your Choices



In Year 8 or 9 you will need to choose which subjects you would like to study in Years 10 and 11.

You will need to check with your School/Academy which GCSE subjects are on offer and when you need to make your choices.

You will have to study English, Maths and Science as part of your GCSE programme (these are called 'compulsory' subjects) but you will be able to choose others.

REMEMBER: Not all GCSE subjects will be offered by your school but most will.

In Years 10 & 11 it's time to think about your next steps (post-16 - sometimes called further education and training or FE).

Your Post-16 Options are;

- 6th Form/College - You can carry on with full-time learning in a school sixth form, sixth form college, FE (further education) college or UTC (university technical college). This could be where you are currently learning, but it could mean moving somewhere new, depending on your choices. Find out more about different qualifications on pages 6 and 7. Check entry requirements to courses post-16.
- Work based learning/employment – apprenticeships, traineeships, study programmes.
- Part-time education or training whilst running your own business or volunteering.

Find out more about apprenticeships at:
www.apprenticeships.gov.uk

REMEMBER: you now have to stay in some form of learning until you are 18 years old (this is called Raising the Participation Age (RPA)). RPA **doesn't** mean you have to stay on at school after Year 11.

- You can carry on learning while you are on an apprenticeship with an employer.

REMEMBER: Visit colleges and sixth forms and look into apprenticeship opportunities - it's always good to apply for more than one thing! Look out for any application closing dates.

At the age of 18 you have some really significant choices and decisions to make - potentially entering your higher education (HE) phase.

You may choose to go to university (or a higher education college) to study a degree. There are a huge range of courses and options, so start researching as soon as you can. Visit UCAS <https://www.ucas.com/> to get started.

Look at pages 28 and 29 for some things to consider about university.

At 18, you could also choose to undertake a (Higher) Degree Apprenticeship, which you can access with A Levels/other Level 3 qualifications or you may be able to progress with an Advanced Apprenticeship.

Opportunities for degree apprenticeships are expanding and as with all information, things change. Keep checking relevant websites.

You might decide to get a job at 18, but remember you can always go back into education; part-time study and the Open University are two more options for carrying on learning if you're working.



Self Employment

**IN 2018,
THERE WERE
APPROXIMATELY
71,600
SELF-EMPLOYED
PEOPLE IN
SOUTH
YORKSHIRE
ABOUT 7.6%
OF THE
POPULATION).
(FROM NOMIS)**



Interested? For more information...

Federation of Small Businesses <https://www.fsb.org.uk/>

Confederation of British Industry <https://www.cbi.org.uk/>

Youth Employment UK <https://www.youthemployment.org.uk/employment-help-young-people/choices/starting-your-own-business/>

Gov.UK Setting up as a sole trader <https://www.gov.uk/set-up-self-employed>

Princes Trust <https://www.princes-trust.org.uk/>

The usual definition of small and medium sized enterprises (SMEs) is any business with fewer than 250 employees. There were 5.7 million SMEs in the UK in 2018, which was over 99% of all businesses.

If you fancy being your own boss, then self-employment may be an option for you.

You will need to think about:

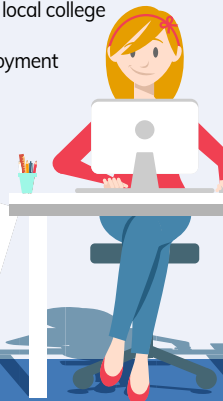
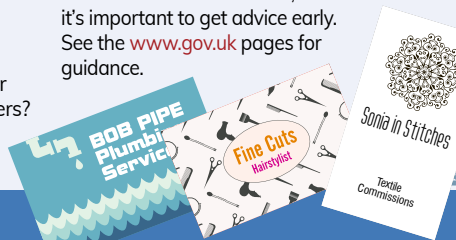
- What are you passionate about?
- Could it make money or solve a problem?
- What is your business offering?
- Who will be your customers?
- Is there a market for your products or services?
- Where and how will you run your business?
- What is the competition?
- How are you different from or better than others?

- How will you let people know about your products or service?
- What will it cost to start your business?

- How much money will you need to survive until your business makes a profit?
How will you raise this money?

You'll need to find out about any laws that apply to your business and about things like tax and National Insurance, so it's important to get advice early. See the www.gov.uk pages for guidance.

If you need to borrow money to set up the business, you will need a well-written business plan. Seek advice about what you will need to include in the plan from either the bank you are applying to, or through a local college course in self-employment start-up.



Skills/qualities

- Determination
- Self-discipline
- Good organisation skills
- Persistent
- Flexible
- Competitive
- Imaginative
- Willing to take risks
- Communication skills

Useful subjects include;

- Business
- Maths
- English
- Administration
- ICT

Top tip!

Check out local colleges for short business courses such as Marketing, Website Design, Online Selling and Accountancy for Small Businesses.





Advanced Manufacturing and Engineering

59,000 PEOPLE ARE EMPLOYED IN ADVANCED ENGINEERING AND MANUFACTURING IN SOUTH YORKSHIRE.

THESE INCLUDE:

FOOD & DRINK 6,900

WOOD, PAPER & PRINTING 4,800

CHEMICALS, RUBBER, PLASTIC & OTHER NON-METALLIC MINERAL PRODUCTS 8,700

MACHINERY & EQUIPMENT 3,800

METALS & METAL PRODUCTS 20,500

COMPUTERS, ELECTRICAL & OPTICAL 2,500

MOTOR VEHICLES & OTHER TRANSPORT 3,000

South Yorkshire is known worldwide for the cutting-edge quality of its precision engineering, metals and alloys, yet engineering and manufacturing still seem to have an image problem. With investment in technologies such as robotics, heavy industry is increasingly being replaced by a cleaner working environment. The growth sector now focuses on high-tech jobs, rather than the more traditional side of manufacturing or engineering, which is reflected in greater opportunities for graduates and the reward of higher salaries for this new skill-set.

■ One in five manufacturing employees work in medium and high technology environments in the Sheffield City Region.

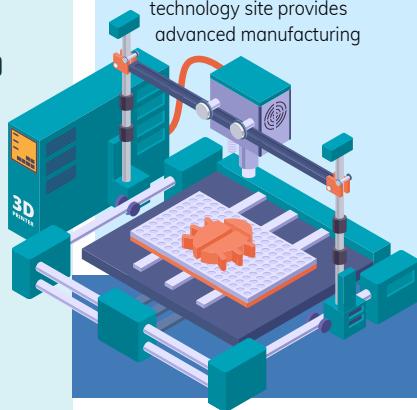
■ Advanced engineering has an ageing workforce and the sector urgently needs young people. There are skills shortages in most engineering and technology work areas.

■ Manufacturing jobs are available in a wide range of sectors, with strong links to other sectors such as Healthcare and Low Carbon Technologies.

Some local employers:

The Advanced Manufacturing Park

This world-class manufacturing technology site provides advanced manufacturing



technology solutions in our region for a range of high profile industries.

The Advanced Manufacturing Research Centre (AMRC)

Working in partnership with the University of Sheffield, the AMRC builds on the shared scientific excellence, expertise and technological innovation of the world's leading aerospace company and leading research within the University's Faculty of Engineering.

Further employers include:

- Boeing
- McLaren
- Rolls Royce
- Sheffield Forgemasters
- AESSEAL
- Gripple
- Premier Foods
- Wabtec Rail Ltd
- Koyo Bearings (Europe) Ltd

Sources: Business Register Employment Survey, Annual Survey of Hours and Earnings, Office for National Statistics.

Types of Job	Average Starting Salary
Mechanical engineer	£22,000
Prosthetist	£24,214
Design engineer	£20,000
Biomedical scientist	£24,214
Electronics technician	£18,000

Skills/qualities

- Problem solving
- Attention to detail
- Communication
- Accuracy
- Creative thinking

Useful subjects include

- Maths
- Physics
- Chemistry
- ICT
- Biology
- Design

Interested? For more information...

www.futuremorph.org <http://www.amrctraining.co.uk> <http://semta.org.uk>
<http://www.tomorrowsengineers.org.uk/home/> www.yorkshiregraduates.co.uk

**THE
CONSTRUCTION
INDUSTRY IS
NOW SHOWING
STRONG
GROWTH.**

**AROUND
40,000 PEOPLE
ARE EMPLOYED
IN SHEFFIELD
CITY REGION**



Construction and Property

Employment will be driven by investment in housing, transport infrastructure and new commercial developments. The construction of low carbon buildings, need for social housing and energy efficiency modifications to property, will all be a necessity in the years ahead.

Sustainable construction skills leading to a greener society, and the development of new technologies and materials will directly stimulate growth in the construction sector.

New and forward-thinking roles are emerging in response to rapid growth in the sector, creating opportunities within skilled trades and higher-level occupations. In turn, self-employment within the industry continues to be a popular pathway, offering a wide range of opportunities.

'The property and construction sector has an economic output of almost £1.4 billion and employs over 40,000 people in the Sheffield City Region'.

Source: Sheffield City Region Growth Hub

Types of Job	Average Starting Salary
Architect	£27,500
Painter/decorator	£15,000
Electrician	£18,000
Civil engineer	£24,000
Quantity surveyor	£18,000
Plumber	£15,000

Sources:
Business Register Employment Survey
Annual Survey of Hours and Earnings



Skills/qualities

- Practical and technical
- Problem solving
- Attention to detail
- Team working
- Communication
- Safety aware
- Able to work at heights
- Able to read drawings
- Accurate measurement

Useful subjects include;

- Maths
- English
- Design
- Physics
- ICT

Some local employers

Amco Giffen
Harworth Group plc
Keepmoat
Eton Construction
Kier
Henry Boot
Willmott Dixon

Interested? For more information...

<http://www.goconstruct.org> <http://www.citb.co.uk> <http://www.citb.co.uk/bconstructive/>



Creative and Digital

Roles in the creative and digital sector use the latest technologies and include work in film and TV, social media, advertising, fashion, computer games and animation.

'The creative and digital sectors have grown faster in the Sheffield City Region than anywhere else in the UK. This is thanks to competitive property and staff costs, a supportive business environment and a large pool of well qualified staff.'

'The sector employs over 35,000 people and the region benefits from the two universities in terms of research expertise and talented graduates.'

Source: Sheffield City Region Growth Hub.

Interactive Media

Interactive services, applications and content bring together the worlds of computing, the web, mobile phones and console games. South Yorkshire has a national reputation as leaders in this field, including hosting a leading international documentary film festival.

E-learning

The region has established itself as the UK centre of e-learning with over 1,000 people employed in e-learning development and service businesses.

Sources:
Business Register Employment Survey Annual Survey of Hours and Earnings.

Did you know? Mo Farah wears trainers that were printed using 3D printing technology, one of the many applications of this developing technology.

Interested? For more information...

www.skillset.org/careers (search through vast range of roles available) <https://www.thetechpartnership.com/>
www.creative-choices.co.uk www.futuremorph.org <https://ccskills.org.uk/careers>

Types of Job	Average Starting Salary
Photographer	£14,000
Journalist	£15,000
Graphic designer	£15,000
Fashion designer	£20,000
Creative director (advertising)	£18,000
Software development engineer	£20,000

Skills/qualities

- Problem solving
- Communication skills
- Creativity
- Strong ICT knowledge and experience
- Attention to detail

Useful subjects include

- Design
- English
- Maths
- ICT
- Art
- Media

Some local employers

Fripp Design
(Industrial Design)
 Insight Direct (UK) Ltd
 Ledgard Jepson (Design Agency)
 Sumo Digital Ltd
 Plusnet





Finance and Business Services

There is an increasing emphasis on digital skills used in many areas including:

Financial Services

Legal Services

Accountancy Services

Management Consultancy

Advertising and Marketing

Employment Agencies

Human Resources Provision

Contact Centres

South Yorkshire is a growing location in the UK for business, professional and financial services companies. This varied sector is expected to continue to grow and the Sheffield City Region is currently home to approximately 68,000 businesses which have created and sustained approximately 700,000 jobs.

'While it is often assumed that job creation is centred on London, the biggest regional increase in the employment rate since the 2008 financial crash was in South Yorkshire. Employment rose by 6.5 percentage points to 71.7% in the region, which contains Sheffield, Rotherham, Doncaster and Barnsley'.

Guardian January 2019 <https://www.theguardian.com/>

■ The sector has an output of almost £2.5 billion in Sheffield City Region, and employs 43,200 people in South Yorkshire.

■ Financial services providers in the area include HSBC's global IT shared service centre, the largest private sector employer in the region.

■ South Yorkshire has a long-standing legal sector with 4,900 people employed across international firms such as DLA Piper, Nabarro and Irwin Mitchell who sit alongside smaller niche firms.

■ There are several large contact centres including Sky, XLN Telecom and Capita in the region.

■ There are strong links to other sectors, especially ICT, with an increasing emphasis on use of technology.

Sources:
Business Register Employment Survey. Annual Survey of Hours and Earnings
Office for National Statistics

Types of Job	Average Starting Salary
Contact centre worker	£13,500
Chartered accountant	£18,000
Financial adviser	£25,000
Finance officer	£18,500
Insurance underwriter	£15,000

Skills/qualities

- Communication
- Presentation skills
- ICT
- Problem solving
- Customer service
- Numeracy and literacy
- Accuracy and attention to detail
- Sales

Useful subjects include;

- English
- ICT
- Maths
- Business administration

Some local employers

AEON Finance services
Norton Finance
One Call Insurance Ltd
Nationwide
Nabarro
Irwin Mitchell
DLA Piper

Interested? For more information...

www.cipd.co.uk www.allaboutfinancecareers.co.uk
www.thetechpartnership.com/tech-future-careers



Health & Social Care

NATIONALLY, THE HEALTH AND SOCIAL CARE SECTOR WILL NEED UP TO 650,000 MORE WORKERS BY 2035 TO MEET GROWING DEMAND FOR CARE AND SUPPORT, INCLUDING WORK BOTH IN THE INDEPENDENT SECTOR AND NHS.

The Health and Social Care sector which includes the NHS, offers over 300 unique jobs, all in high demand. From catering staff, hospital porters and administrators, to rehabilitation workers, dieticians and doctors, the range of skills sought in health and social care offers incredible scope to find your perfect job.

1 in 10 of people working in England are employed in Health and Social Care jobs. That's 2.3 million staff. The sector is great for offering opportunities to progress using apprenticeships and higher education in a whole range of different careers.

There are a number of career pathways within the NHS, including apprenticeships. As an apprentice you'll do a nationally recognised qualification and earn a wage.

An apprenticeship is a great way to develop your skills and knowledge to become a qualified healthcare worker in your chosen career. (see page 8 for more apprenticeship info).

Graduate roles in health and social care include hundreds of different career paths for people from all kinds of academic backgrounds. For some roles such as social work, occupational therapy or nursing, you will need specialised training or a relevant degree to start practicing.

If you don't have a specialist degree there are lots of roles you could do with plenty of opportunities to work towards professional qualifications throughout your career.

Top tip!

When deciding which path to take, ask about opportunities for progression and if the employer offers in-house training programmes leading to a qualification, apprenticeships, part-time study or distance learning.



No matter which role you choose, whether you provide services to patients and service users or look after things in the background such as: Management, IT or Human Resources, you will become part of a talented, passionate team of people, committed to providing the best service, care and treatment for all.

If you're looking to start a rewarding and challenging career helping people, there's a health and social care job for you.

Interested? For more information...

<https://www.stepintothenhs.nhs.uk/> www.healthcareers.nhs.uk

<https://www.skillsforcare.org.uk/Careers-in-care/Think-Care-Careers.aspx>



Healthcare Technologies

Types of Job	Average Starting Salary
Advocacy worker	£17,500
Care home manager	£22,000
Therapy assistant	£17,652
Laboratory assistant	£15,000
Nurse	£24,214
Contracts manager	£26,000
Doctor (GP)	£37,191
Social worker	£24,000
Paramedic	£24,214
Pharmacist	£30,500
Radiographer	£24,214
Speech therapist	£24,214

Skills/qualities

- Communication
- Compassion
- Team working
- Patience
- People skills
- Problem solving
- IT and technology

Useful subjects include

- Science
- English
- Maths
- ICT
- Psychology
- Design

Some local employers

Local hospitals

Doctors' surgeries and medical centres

Residential homes (for the elderly and other groups)

Councils

Yorkshire Ambulance Service

Hotels and restaurants

Healthcare technology may not be familiar to you, but it is a growth area for jobs; there are strong links to the Engineering and Advanced Manufacturing and Health and Social Care sectors.

This industry is so varied; you could work in a laboratory finding cures/diagnoses for diseases, designing new surgical instruments, working in prosthetics (artificial limbs), developing new technology for online health services to name a few options.

Employment numbers are not high at around 1,570 in South Yorkshire, but this is an important and thriving sector.

■ People with engineering, maths and science skills earn more on average. Starting salaries for engineering and technology jobs can be as much as £32,000, putting them in the top 20% of starting salaries (nationally).

■ Over the years, there has been a big increase in skills shortages in scientific and healthcare technology careers and some of the most exciting career opportunities of the next five years are predicted to occur in these sectors.

■ Sheffield Teaching Hospital Trust has international recognition for its work in neurosciences, spinal injuries, and orthopaedics.

■ 3D printing technology is rapidly advancing and contributing to the area of healthcare technology; patients can be scanned and replicas of body parts, such as noses and ears, can be produced.

Types of Job	Average Starting Salary
Biomedical scientist	£24,214
Critical care technologist	£30,401
Pharmacist	£25,000
Prosthetist/orthotist	£24,214
Robotics engineer	£24,214

Some local employers

Braun Medical Ltd

JRI Orthopaedics

Symmetry Medical

Swann Morton

Millgate Ltd

We've only been able to mention some of the wide range of opportunities in the Health and Social Care Sector; things are changing all the time, so make sure you keep checking the relevant websites to keep your knowledge current.

SHEFFIELD CITY REGION IS ONE OF THE LARGEST CENTRES FOR ORTHOPAEDIC, MEDICAL DEVICE AND INSTRUMENTATION COMPANIES IN THE UK.

Interested? For more information... www.futuremorph.org



Travel & Tourism

In the Sheffield City Region, there are forecast to be around 48,000 vacancies in transport and storage, and 42,300 in accommodation and food up to 2022.

An increasing number of people are attracted to our historic towns and cities, countryside and national parks.

South Yorkshire has less tourism than the rest of the Yorkshire region, but the sector still accounts for about 5,214 businesses in the region, and 10% of the South Yorkshire workforce. The sector contributes £193 million to South Yorkshire's economy each year. Employers include tourist boards and local authorities, and often tourism development is in the context of economic or regeneration benefits to the region. The sector includes passenger transport, hotels and other holiday accommodation, catering, museums and other cultural attractions, amusement and recreation. Nationally the long-term prospects for the sector are good, and demand for graduates is expected to grow, with 69,000 more managerial jobs over the next eight years.

- Doncaster Sheffield airport handled 1,222,347 passengers in 2018.
- Since the Tour de France 'Grand Depart' and the Tour de Yorkshire, visitor numbers have increased to the region.
- High profile visitor attractions include Doncaster Racecourse and the Yorkshire Wildlife Park (one of the fastest growing attractions in the area).
- Good people skills are essential for most jobs within this sector as you'll be dealing with customers on a daily basis.



Types of Job	Average Starting Salary
Air cabin crew	£12,000
Hotel manager	£20,000
Tourist information centre assistant	£14,000
Tour guide	£18,000

Sources:
Business Register Employment Survey
Annual Survey of Hours and Earnings
Office for National Statistics
www.welcometosheffield.co.uk
Sheffield LEP
www.fodsa.co.uk

Skills/qualities

- Team working
- Communication skills
- Problem solving
- Negotiation skills
- Patience
- Customer focus

Useful subjects include

- English
- Maths
- Sciences
- Languages
- Business administration
- ICT

Some local employers

Doncaster Sheffield Airport

Yorkshire Wildlife Park

Welcome to Yorkshire <http://www.yorkshire.com/places/south-yorkshire> (places to visit and potential employers)

Transport, hotels and restaurants.

Interested? For more information...

www.hospitalityguild.co.uk www.skillsactive.com

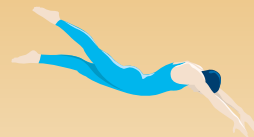
See this website to find places to visit and potential employers, and to find out where you can become a volunteer:

Welcome to Yorkshire <http://www.yorkshire.com/places/south-yorkshire>





Sport and Active Leisure



12% of the UK population are registered members of a health and fitness club or publicly-owned gym, and almost 90% live within two miles of one.

'Move More' is Sheffield's physical activity strategy.
(www.yorkshiresport.org/move-more/)*

This aims to help Sheffield become the most active city in the UK by 2020, and improve the health, wellbeing and quality of lives of everyone in the region.

Partners include the council, the NHS, activity and wellbeing providers, businesses and individuals who all want to make it easier for people to be physically active. With such a strong focus on health and wellbeing, now is the perfect time to look at careers in the Sport and Active Leisure sectors!

With strong links to the Travel and Tourism sector and Healthcare roles such as Physiotherapist and Fitness Instructor (often with progression to management level), a career in Sport and Active Leisure offers a range of interesting opportunities.

- Venues such as Doncaster Racecourse, Yorkshire Wildlife Park and Ponds Forge contribute to opportunities in leisure, tourism and sport.
- The region is well known as a centre of sporting excellence. This has been boosted by its association with former Olympic and World Championship Gold medal winner Jessica Ennis-Hill.
- For this sector (along with many others), it's important to gain not only qualifications but also experience. Look at doing a relevant coaching course, volunteering or helping younger students.

* There is also information for other parts of South Yorkshire.

Interested? For more information...

English Football League Trust <http://www.efltrust.com/>

National English Institute of Sport <https://siv.org.uk/>

Coaching Courses <http://www.sysport.co.uk/support/training-courses/>

<http://www.skillsactive.com/>

Types of Job	Average Starting Salary
Fitness trainer	£14,000
Leisure centre assistant	£13,000
Sports coach	£14,000
Sports physiotherapist	£23,000
Sport and exercise psychologist	£20,000
Sports scientist	£18,000

Sources:
Business Register Employment Survey
Annual Survey of Hours and Earnings
Office for National Statistics



Skills/qualities

- Team working
- Customer focus
- Commitment to exercise
- Specific sporting skills
- Communication skills
- Problem solving
- Negotiation skills
- Patience

Useful subjects include

- English
- Maths
- Sciences
- Business administration
- ICT
- Physical education

Some local employers

- Ponds Forge
- Doncaster Dome
- Barnsley Metrodome
- Private health clubs (including the Nuffield chain)
- Local authority sport and leisure centres
- Self-employment opportunities

Retail

**Meadowhall
attracts
30 million
visitors
a year**

Retail is the largest private sector employer in the UK – that's big business! The industry relies heavily on young people who often work in shops as students before moving on to other careers. However, retail as a career in itself offers fast promotion opportunities, good financial rewards and diverse roles including buying, merchandising and managerial positions.

Sheffield is home to Yorkshire's largest shopping centre, Meadowhall. With more than 400,000 visitors per week and 290 stores selling top independent and international brands, it ranks as the tenth largest shopping centre in the UK.

The sector employs approximately 57,600 people and has an output of £1.6 billion in South Yorkshire. Around half of the retail workforce are employed in sales and customer service, with management being the second largest group.

**For larger companies there are
strong links to logistics and
distribution (think of all the
online shopping we do!)**

Sources:
Business Register Employment Survey.
Annual Survey of Hours and Earnings.
www.yorkshirenwork.co.uk/

Types of Job	Average Starting Salary
Retail buyer	£18,000
Sales assistant	£11,000
Visual merchandiser	£12,000
Retail manager	£20,000
Customer service assistant	£12,500

Skills/qualities

- Teamworking
- Communication
- Problem solving
- Flexible
- Customer focus

Useful subjects include

- English
- Maths
- Design
- Business administration
- ICT

Some local employers

Frenchgate Centre
Meadowhall
Parkgate Centre
Amazon
ASOS



Interested? For more information...

Source Academy (for training) www.thesourceacademy.co.uk
www.fashionretailacademy.ac.uk www.nsaforretail.com



Transport and Distribution (Logistics)



As in many other sectors, there is a big demand for younger, replacement employees due to an ageing workforce. Job areas within the sector include mail and couriers, warehousing and storage, wholesaling, freight transport and removals.

Transport and Logistics plays a significant part in the regional economy, providing rewarding graduate career opportunities in many different but related activities. Information technology skills are crucial for planning and management purposes, as are the skills of problem-solving, teamwork, communication and commercial awareness.

■ The sector is becoming more complex as our needs for goods and services becomes more competitive. Employers need a workforce that can solve problems and organise things efficiently.

■ South Yorkshire is well-placed for transport and logistics due to excellent road and rail connectivity.

■ Over 8,300 people are employed in this sector in Doncaster alone. This is set to grow/expand due to developments in the airport corridor and the i-port.

■ This sector has an output of £930 million in Sheffield City Region. It employs around 27,900 people in South Yorkshire, plus a further 20,500 in wholesale and is set to grow, creating hundreds of additional jobs in the next few years.

■ The world's largest aircraft (AN-225) is chartered through DS Airport by global companies, including Shell. It costs over £2 million to hire!

Types of Job	Average Starting Salary
Airport baggage handler	£15,000
Storage and warehouse manager	£18,000
Large goods vehicle driver	£18,500
Fork lift truck driver	£17,000
Road transport manager	£23,000

Source: www.yorkshiregraduates.co.uk

Skills/qualities

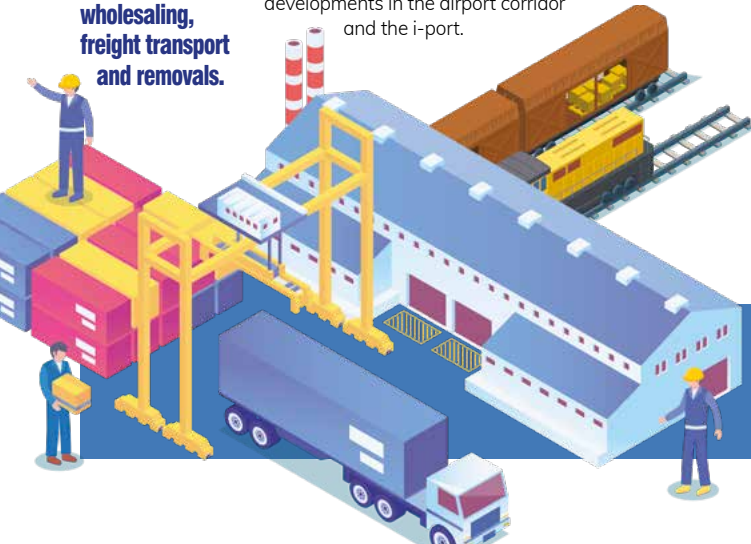
- Team working
- Problem solving
- Good organisation
- Attention to detail
- Confidence
- Communication
- Ability to work under pressure

Useful subjects include;

- English
- ICT
- Maths
- Business studies
- Languages

Some local employers

ASOS
Amazon
IKEA
Seymour Transport
GIST
Norbert Dentressangle
Doncaster Sheffield Airport



Interested? For more information...

www.lovelogistics.co.uk/index.html www.skillsforlogistics.org
www.deliveringyourfuture.co.uk <https://www.youngrailpro.com/>
www.ciltuk.org.uk



Green Jobs

Jobs in demand include most types of engineers, energy managers, landscape and forestry managers to name but a few. All STEM qualifications and higher-level skills will be essential for nearly all 'green' jobs.

With a move away from coal and oil and a focus on environmental and economic concerns, the government is targeting renewable sources of energy. The focus is on the future when it comes to green technology.

'Green jobs' are found in many work sectors including Construction (buildings need to be energy efficient), Engineering and Manufacturing (creating new materials).

'We need more engineers. For that we need more young people to understand how what they learn at school is used in the real world. Giving young people the chance to talk directly to engineers and engage in hands-on activities that showcase and contextualise engineering is at the heart of the Tomorrow's Engineers approach'.

www.tomorrowsengineers.org.uk

■ New 'Green' careers can be any occupation that is affected by activities such as conserving energy, developing alternative energy, reducing pollution, or recycling.

■ Our region is also home to companies innovating in renewable energy, low carbon transport and supply chain technologies, including Magtec, the UK's largest supplier of hybrid and electric drive systems such as electric buses.

■ In South Yorkshire there are centres of excellence for research and development including the Siemens Wind Power Research Centre, Sheffield University Waste Incineration Unit, and the Nuclear Advanced Manufacturing Research Centre (NAMRC).

■ The Templeborough Biomass Power Plant (Rotherham) opened in 2018. It generates just over 41MW of green electricity; enough to supply 78,000 homes and save over 150,000 tons of CO₂ every year!

It is difficult to visualise how much that is but it would look the same as 250,000 really big hot air balloons and the saving is equal to 1.75 million plane flights to Paris!

Types of Job	Average Starting Salary
Renewable energy engineer	£20,000
Environmental consultant	£22,000
Energy engineer	£20,000
Geoscientist	£22,000
Laboratory technician	£15,000
Wind turbine technician	£23,000

Skills/qualities

- Problem-solving
- Creating solutions
- Planning
- Communication
- Presentation skills
- Team working

Useful subjects include

- Chemistry
- Engineering
- Physics
- ICT
- Maths

Some local employers

ITM Power
Magnomatics
Construction companies
Universities and other research laboratories/companies

Interested? For more information...

www.talentsourcenetwork.co.uk www.tomorrowsengineers.org.uk www.lantra.co.uk www.engc.org.uk
www.greenjobs.co.uk/browse-jobs/yorkshire-and-humber/ <http://namrc.co.uk/>



Public Services

The public sector makes up a large amount of the UK workforce and has a massive 5.4 million employees across the UK, which accounts for 17.1% of people in employment.

The sector covers public services including the emergency services, education, healthcare and housing services. Think about all the schools, colleges and universities who employ hundreds of people - and that's just the education aspect!

The **Uniformed and Public Services** play a vital role in the welfare and safety of people in the UK and abroad. If you want a job where no two days are the same, a career in uniformed and public services could be for you.

They are always looking for physically fit, enthusiastic and well-prepared recruits to train for a variety of careers within a wide range of services.

South Yorkshire Police are looking to recruit around 369 new officers in the next few years.

Entry to the police force is changing; increasingly you will need a degree to enter the profession. Some forces are developing Degree Apprenticeship programmes to help recruitment, including South Yorkshire Police.

South Yorkshire Fire and Rescue (SYFR): Road traffic collisions, people who are trapped, floods and storms, chemical spillages and the growing threat of terrorism are just some of what the fire service are now trained to respond to.

The service is focusing more on prevention and protection work to reduce the number and impact of incidents.

SYFR have two types of Firefighter roles; Wholetime Firefighters and On-call Firefighters.

Yorkshire Ambulance Service: covers almost 6,000 square miles of varied terrain. It employs over 5,800 staff and provides 24-hour emergency and healthcare services to a population of more than five million. Over 1,100 volunteers also make a vital contribution to the service.

Yorkshire Ambulance Service NHS Trust (YAS) is the region's provider of emergency, urgent care and non-emergency patient transport services.

See pages 14 and 15 for more information on Health related roles

Types of Job	Average Starting Salary
Army officer	£26,500
Aircrew (RAF)	£15,200
Immigration officer	£21,500
Police constable	£20,000
Firefighter	£22,000
Call handler	£18,224
Paramedic	£24,214

Skills/qualities

- Calm under pressure
- Professional and caring
- Communication skills
- Team working
- Physical fitness (for many roles)
- Decision making

Useful subjects include

- English
- Science
- ICT
- Psychology
- Maths

Top tip!

For information about the huge range of other careers at all levels within the local authority/council departments check their websites to see what's available and how you apply.



Interested? For more information...

<https://www.stepintothenshs.nhs.uk/> <https://www.gov.uk/government/organisations/ministry-of-defence/about/recruitment>
<http://www.southyorks.police.uk/sign-up-for-a-job-with-syp/> www.syfire.gov.uk/find-a-job/firefighter-recruitment/

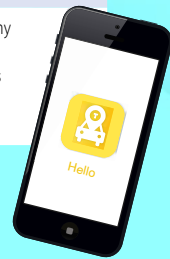


Jobs in the Future

Some examples of 'new jobs' that didn't exist 20 years ago. Many more new roles will be created in the future!

Job	What is it?
Social Media Strategists	Social Media Strategists take the traditional skills of the marketer online and into the 'social' world to reach a global audience. They increase website traffic and work with multidisciplinary creative and technical teams, to promote and sell products, services and ideas. The role uses a wide range of skills, including the strategist's knowledge of how the internet works (such as SEO and algorithms), the psychology of selling and brand awareness.
Social Media Manager	The Social Media Manager uses social media activity to promote the products and services of a company. Using platforms such as Facebook, Twitter, Flickr, YouTube, Pinterest and Instagram, the Social Media Manager's skills set includes copywriting specifically for new media and video creation. With a keen eye for what's on trend, this fast-paced role is becoming increasingly more important in promoting the image of forward-thinking companies.
Chief Listening Officer	Closely related to the role of Social Media Manager, the Chief Listening Officer monitors social channels to gain feedback on customer opinions. The information and data they collect is used by the company to improve products and services and to find innovative new ways of selling to the public. A lucrative and rapidly developing role in the commercial world.
User Experience Design	The role of User Experience Designer (UXD, UED, or XD) enhances user satisfaction by improving the usability, accessibility, and desirability provided in the interaction with a product.
User Experience Analyst	User Experience Analysts look for ways to make using a website easier, more pleasant and more engaging for consumers.
Web Content Strategist	A Web Content Strategist is responsible for the creation, delivery and management of content in written, visual and audio formats.
Robotics and Artificial Intelligence	Developments in the field of robotics and artificial intelligence will create a range of opportunities in the science and technology sectors of the future.

Search Engine Optimisation Specialist	SEO Specialists manage search campaigns for their clients by researching keywords and increasing the ranking of websites on search engines such as Google. Logical thinking and an analytical mind are essential in this role.
Data Scientist	The Data Scientist does not simply collect and report on data, but analyses it from all angles, draws conclusions and recommends ways to apply their findings.
Market Research Data Miner	Customer information is valuable to businesses, and the role of the Market Research Data Miner is to compile and effectively use information gained through market research in future marketing campaigns.
The Digital Marketing Specialist	The Digital Marketing Specialist manages the execution of all digital and online marketing.
The Cloud Services Specialist	The Cloud Services Specialist uses their in-depth level of proficiency with mechanisms, devices, technologies, practices and overall assessment criteria relating to cloud storage technologies and services.
The Big Data Architect	The Big Data Architect provides advanced technical support in the research, experimentation, business analysis and use of systems technology, including architecture, integration capabilities and database management.
Android Developer	The Android Developer works on new and existing applications and frameworks for Android devices. A growing and lucrative area of the tech industries.
App Designer	App Designers design the look and feel of apps for an increasingly more sophisticated technology sector.
App Developer	Plans all aspects of how a user will navigate their way around an app.
Virtual Business Service Providers	The way we work is changing. With developments in technology, many traditional 9 to 5 commuter jobs are being replaced by telecommuting roles. Customer Service, PAs, Public Relations and Administrative jobs are increasingly worked at a distance from the employee's home, saving companies money and changing the working day.





Bloggers	Using a conversational style to engage online readers, Bloggers both market products and promote a wide range of ideas. Working either for companies or promoting their own businesses and interests online, Blogging and Vlogging (using Video) can quickly reach a global audience through viral campaigns, generating celebrity status for the Blogger!
Video Journalists	In the 1980s, due to a lack of resources and manpower, reporters had to shoot and edit their own stories. In a drive to save money this role is back, with large-market news groups hiring small-market reporters as video journalists at a fraction of the cost.
3D Printed Clothing Designer	3D Designs are now appearing on catwalks, presenting affordable manufacturing possibilities and innovative new trends.
Chief Privacy Officer	The Chief Privacy Officer is a senior level executive within a business or organisation who is responsible for managing the risks and business impacts of privacy laws and policies.
Virtual Lawyer	As more of our daily lives go online, we will need an increasing number of specialist lawyers to resolve legal disputes.
Interior Re-designers	Upcycling is environmentally friendly, on-trend and big business! Working as freelance consultants or as in-house interior design staff, re-designers will redesign a client's home using objects they already own or upcycle their possessions for other uses.
Green Deal Assessor	The Green Deal allows consumers to make energy-saving improvements to their home or business without having to pay all the costs upfront.
Sustainability Expert	Sustainability Experts are hired by companies to share their expertise in the 'green or alternative energy space', so companies can help their businesses move forward with more sustainable practices in place.
Patient Advocates	In the healthcare sector there are several types of Patient Advocate, and although their services vary, all of them aim to ensure that patients and families are well informed and reassured in what can be a stressful situation.

Senior Move Management	Senior Move Management companies help older adults and families with the physical and emotional demands of downsizing, relocating and modifying their homes.
Elderly Care	With high levels of healthcare increasing life expectancy and an aging population, attention is being given to care of the elderly and future provision in this growth sector.
Genetic Scientist/ Counsellors	Genetic Scientists working in a clinical setting use their knowledge to guide and treat patients with hereditary diseases or disorders. Genetic counsellors test patients for inherited conditions and advise them on possible treatments. Counsellors often specialize in one field, such as oncology.
Retail	Opportunities are growing for entrepreneurs to sell their goods and services online in the global marketplace. While large high-street stores are suffering because of the popularity of online shopping, smaller, more specialist shops are appearing on the high street, and supermarket staff roles are changing with the introduction of self-service checkouts. The way we shop will undoubtedly have an impact on the retail jobs of the future.
Meditation and Yoga Teacher	As life moves at an ever-faster pace, trends in health and wellbeing have opened up more opportunities for meditation and yoga teachers to work in the community, workplace, schools and colleges.

STEM science, technology, engineering and maths

Many of the jobs listed in this brochure rely on high level STEM skills and qualifications that employers will continue to value in the future.

For more ideas, see <http://www.futuremorph.org.uk>

Top tip!

Other skills are really important such as creativity and problem solving.








It's all about Skills!

These are skills which are sometimes called 'transferable skills'. They are needed in many different types of jobs by employers. Think about how you can show and develop your skills.



Skill	What is it?	Why is it important?	What can I do to develop it?
Communication 	Getting along well with others, listening and understanding instructions, joining in with discussions.	Effective communication is essential for all aspects of life. It helps to keep organisations running smoothly. Being a good communicator allows you to share information or ideas to different audiences.	Get involved in class discussions, take opportunities to present your work, write a blog, join a debating club.
Problem Solving 	Being logical and finding solutions to difficult situations or tasks.	Problem solving is a really valuable skill to have. Employers want someone who can help them find solutions to problems and this will often involve team work, creativity and resilience.	Have a go at solving puzzles in magazines or online, challenge yourself with your work in school by working on the harder concepts, read the news and get to know more about the world.
Organisation 	Good time keeping, efficiency and being well prepared.	Being organised is vital as an employer will want to know that you will be able to stick to deadlines and be prepared for the work that you do.	Stick to deadlines you're set, set yourself targets or goals, get a part-time job alongside your studies, keep a diary or calendar.
Leadership 	Being able to manage situations, using all resources effectively and, understanding and applying the skills of those around you appropriately.	Having leadership qualities shows a potential employer that you can be strategic, have potential to progress further and maybe even manage a team of staff one day.	Take part in programmes like the Duke of Edinburgh Award or National Citizen Service (NCS), join a cadet programme, take opportunities to lead on projects in school or college.

			
Skill	What is it?	Why is it important?	What can I do to develop it?
Creativity 	Creativity doesn't just mean being artistic. To a lot of people creativity is thinking bigger and coming up with ideas or solutions that work well and might not have been thought of before.	Being creative is a great skill to have, it helps with problem solving. Being able to think creatively and think about new ways of doing things will help.	Keep up to date with the news, keep your brain active, write a blog or create videos about something you are interested in.
Teamwork 	Working well with others, knowing each other's skills and talents, and supporting everyone in the team.	All job roles include some form of team working whether it is direct or not. Being able to work effectively and efficiently with your colleagues is a must!	Get involved with team sports or activities, contribute to group projects, volunteer for a local organisation.
Resilience 	Being able to pick yourself up after being knocked back. Taking a moment to evaluate and then trying again from a different angle.	Being resilient is a great skill, it shows you can take constructive feedback and build it into the way you work. It shows an employer or tutor that you are flexible and willing to grow.	Reflect on feedback you are given whether that's in your studies or after an interview, evaluate your work, understand what works well for you and what you might need to do differently and try it that way.
Self-awareness 	Understanding your own strengths and areas for improvement and how you can improve on these.	Being self-aware allows you to understand your own skills and abilities and how you can apply them but also how you can improve on them.	Push yourself out of your comfort zone, do some adventurous activity, take up a sport, challenge yourself with your studies.

These pages are based on Skills Builder Partnership information. Find out more about skills at www.skillsbuilder.org

Making Successful Applications

Whatever age you are, gaining experience can help you succeed in your future, by building your skills and knowledge.

This can be work experience organised by your school or college, experience you organise yourself, but it also includes a range of other things you might not think are important. Things like:

- Volunteering in your community
- Playing sport and helping to coach younger students

- Doing dance or drama
- Being part of a club or society at school
- Mentoring younger students at your school
- Looking after your younger siblings
- Helping older members of your family
- Hobbies and interests, such as music, photography or computers

Look at pages 24 and 25 to find out more about skills and ideas to help you develop your strengths.

While you're at school you'll get chance to visit employers, colleges and universities, plus representatives will come to school to talk about their jobs and industries.

Make the most of these opportunities to think about what sort of career you are interested in.

Do your research into what sort of qualifications are needed. What sort of person do you need to be to make a success of your ideas?

So, where's the best place to start to gain work experience?

Volunteering with an organisation in the field in which you would like to work is a great place to start.

You might be able to get experience through your family and friends (always check with school that this is appropriate).

All relevant experience looks good on your CV, and good references from voluntary work can make the difference to you being successful.

For some future career areas, you need to have relevant work experience. This includes many health careers such as nursing, medicine and dentistry. Start your research here;

<https://www.healthcareers.nhs.uk/career-planning/improving-your-chances/gaining-experience>.

Remember that as well as the work experience itself, what you learn and the skills you develop are equally important to record and talk about.

Don't be afraid to explore the unusual. Famous writers, artists, musicians and actors all started somewhere. Make the most of all your experiences.

Recruitment

There are several ways that employers recruit, so make sure you read the instructions carefully. Is a CV acceptable or do you need to complete a separate application?

Will there be an assessment centre? There could be a group task or an aptitude test. Read all the information carefully so you know what to take with you and what to expect.



CV

CV stands for 'Curriculum Vitae' which means 'story of my life'. This is a short document completed by you, about you.

Along with your CV you should send a short cover letter to your potential employer to introduce yourself and say why you would be suitable for the job. This is your opportunity to sell your skills and to grab the employer's attention.

A CV is usually a maximum of two A4 pages.

Keep the design simple and use either 12-point Times New Roman or Arial font. Black text on white paper is standard. CV templates are available online.

Photographs are not usually added to a CV in the UK but if this is asked for include a professional looking passport style head shot.

Use plain and positive language and clear, concise content. Be factual, honest and grammatically correct. Check for spelling mistakes and ask a friend or family member to check your CV for mistakes and to give feedback.

Your CV is the first and only chance you have to sell yourself to an employer. Start with a personal profile, which is a few concise lines to sum up your skills and experience. Then list your paid work or voluntary work experience. Usually you put your most recent work experience and qualifications first and work backwards.

After your work experience, list your qualifications. Include both academic qualifications and any professional development achievements.

Save your CV on your computer so you are ready to apply when you see an interesting job opportunity.

Application forms

Sometimes you need to complete an application form too. It's vital to complete the Supporting/Personal Statement section of the form as fully as possible; this is your opportunity to outline all the skills you hold that are relevant to the job/apprenticeship or course.

If the application form is handwritten, be neat and remember to check your spelling and grammar (whatever the format). The document, like your CV, represents you and must give a good impression!

If you are applying to higher education, your school or college will help you through the process. <https://www.ucas.com/undergraduate/applying-to-university>

Interviews – Your chance to shine.

There are several types of interview, and you may go through two or three interviews for each job before being made an offer.

Sometimes an initial interview might be done through Skype or by telephone before proceeding to a face-to-face meeting.

When attending a face-to-face interview:

- Dress appropriately and be on time.

- Smile, be professional. Dress appropriately. Ask questions, be interesting and interested and learn from each interview experience.
- Be prepared. Read about the company/organisation online and think about what you would like to ask them. Think of the interview as a two-way process.

You are learning about the people and organisation you will be spending a lot of your time with, just as much as they are finding out about you. Thinking about the experience in this way helps to calm any interview nerves.

- Here are a few things an employer might talk about ...

- Your skills and strengths.
- What you know about the company or role.
- Your ambitions and motivation.
- Your work history and education/qualifications.
- Points covered in the 'person specification' of the job description and how your background might fit with this.
- Your experience of working in a team or of being able to work on your own initiative. People will often ask for examples so it's wise to think these things through in advance.

- Enjoy the experience and good luck!

Find out more:

<https://nationalcareersservice.direct.gov.uk/get-a-job/top-10-interview-questions>

<https://nationalcareersservice.direct.gov.uk/get-a-job> <https://www.cv-library.co.uk/cvtemplates>

<https://www.prospects.ac.uk/careers-advice/interview-tips/assessment-centres>

What about going onto Higher Education (HE*)?

Here are a few common issues and facts to reassure you.

I'm worried about the money side of things.	Higher education is a big step but there is loads of help and support available. The repayments of the loan are manageable and you won't need to spend any of your own money to pay for anything upfront. Most universities offer bursaries (extra money that you don't have to pay back) depending on family circumstances and other reasons.
What if I don't get a job afterwards?	Many degrees involve placements and time in industry to help you get started on your career. Every university and higher education college has a careers and employability team who are there to help you get a job when you graduate and beyond.
I'm not clever enough to go to university.	Different courses have various methods of assessment, so don't be put off. There is lots of study support available in higher education. Entry requirements for courses vary widely at different universities, so undertake research to find the best ones for you. You may surprise yourself so aim as high as you can!
I think I've had enough of studying, I just want to get a job.	Higher education is different to previous study. Many courses have practical and applied elements, plus you manage your own learning. You could look at part-time study or there's the Open University. There is an increase in the number of jobs needing a degree, so you need to check you're not closing doors on potential careers.
I don't want to move away from home.	If you want to stay locally for your higher education, that is an option, but you might like the idea of living somewhere new!
What if I'm homesick? I'm worried I won't make friends.	When you start at university, it is new to everyone. In your first few weeks there will be activities designed to help you settle in and find out about things like student societies you can join. It's a great chance to make new friends. Visit universities and colleges (such as on open days) to get a feel for the environment.
I don't know anyone who's been to university.	Ask in school about your 'alumni'; these are ex-students who sometimes come back to school to explain about their career path and experiences. They can help to act as role models for younger students. Higher education will help you increase in self-confidence so don't let being nervous put you off applying.
My family are not that keen on me going to university.	It's important to talk to your family to see what they are worried about. If it's money have a look at the information together. You can help to reassure them about your future. They can look at the family page near the end of this publication to find out more.
I'm not sure what courses are available.	The best place to start is the UCAS website to get an overview of all the higher education courses (including degree apprenticeships). You need to think about where you want to study and what; you'll get help from school/college with your decisions, remember to do your research and ask as many people as possible!

* This is studying at university or a college where they run higher education courses.

Glossary

The world of education and training is full of confusing terms (jargon). Here are a few commonly used words and phrases; part of your research into your future career can be investigating others you will come across!

Apprenticeship - 'Learning on the job' whilst working towards a qualification. See pages 6-8 for more information about the different types of apprenticeship that are available.

Bachelor of Arts (BA) - A bachelor's degree with a focus on the arts, social sciences or humanities.

Bachelor of Science (BSc) - A bachelor's degree with a focus on the sciences.

Campus - The grounds and buildings of a university or college.

Clearing - A process for Higher Education applicants who did not receive offers, declined their offers, did not meet entry requirements or some cases did better than they were expecting.

CV/Resume - Curriculum Vitae (story of your life) - usually no longer than two pages.

Foundation Degree - Combines academic and vocational skills in a higher education course. Equivalent to two years of a bachelor's degree.

Graduate - A person who has successfully completed an undergraduate course.

HE - Higher Education.

Maintenance loan - A loan for students to help them pay for their living costs while studying.

Personal statement - Either a section on a job application form or a part of a UCAS application: a chance to sell yourself.

Referees/references - These are people who can provide your potential future employer or university with some information about you - not someone from your family, they would usually be your teacher or previous employer.

STAR technique - This stands for Situation, Task, Action, Result - it's a good way of describing your skills and competencies.

Tuition fees and loans - These are set by higher education providers. You will apply for a tuition fee loan to cover the full cost of your course which is paid directly to the course provider.

Tariff (points) - A scoring system used by UCAS to measure students' academic achievements. They show if a person qualifies for specific higher education courses.

UCAS - University Centralised Admissions Service - runs the university and colleges higher education application process, plus holds information on degrees, degree apprenticeships and how to make your choices.

Undergraduate - A student who is studying for a bachelor's degree.

Unique Selling Points - Your USPs are what makes you stand out - you may have a particular skill or talent which can help you succeed. Sometimes you will be asked at interviews about your strengths and weaknesses/areas of development.

Visit the Hepp Outreach Hub for lots of useful information.

Your parents, carers and teachers/tutors will find it helpful too!



Hepp have produced a booklet covering everything you need to know about higher education, which is available at:

www.hepp.ac.uk



Calling all Parents and Carers!

Based on research undertaken by HeppSY*, parents and families are a huge influence when it comes to young people and their career decision making. This is also backed up by a survey by the National Citizen Service.

This publication provides information on some of the large employment sectors within the local region and shows how your son or daughter can apply for their next step.

Many of the new and emerging jobs are focused on high level skills in all sectors, so encourage your son or daughter to make the most of experiences they have both within school and their free time.

It's important for you to encourage your son/daughter to get advice from advisers/teachers and speak to training providers, employers and colleges and universities.

Your son/daughter's school/academy has the responsibility to provide access to independent and impartial careers guidance. Contact the school they attend to find out more.

The more they talk to people and the more information you can gather, the easier it will be to make the right decision.

There are some key things to think about at specific ages/stages for your son or daughter.

Year 8 and 9

This is when GCSE options are selected. The core subjects such as English, Maths and Science will be compulsory, but there will be choices. Speak to your son or daughter and their school.

If they are thinking about a particular career, check if they need particular qualifications.

Year 10 and 11

During Year 10 and 11 students may get a chance to do work experience or volunteering which can help them develop skills and/or their career planning.

In Year 11, students should be focusing on their exams, but also researching subjects and qualifications needed for their next step.

If they are thinking about a particular career, check if they need particular qualifications.

After Year 11, all students need to stay in some form of education or training; this could be full-time at college or sixth form or through an apprenticeship.

Year 12 and 13

In Year 12, students will be in their first year of sixth form or college and they will be preparing to apply to higher education if this is their preferred next step.

They will be supported to research courses, visit open days and undertake the application process (visit www.ucas.com)

In Year 13 they will make their applications. Encourage them to check when their school or college deadline is (usually it is earlier than the official UCAS deadline).

Whatever route your son or daughter takes you can help and support them.

See below for some useful links

<http://www.parentadviser.co.uk> <http://www.careersadviceforparents.org/p/free-expert-advice.html>

www.ucas.com – for information about higher education (including student finance) www.hepp.ac.uk/resources/parents/

*HeppSY is a collaborative programme which aims to significantly increase the numbers of young people progressing to higher education.
Visit www.heppsy.org for more information.

Further Sources of Information

There are loads of websites you can use to do further research. Always check the information is up to date as things can change rapidly! Also remember this is only a small selection of websites available.

Local area information

Barnsley

www.ikic.co.uk/

Doncaster

www.startindoncaster.com

Rotherham

www.youthi.org.uk

Sheffield

www.sheffieldfutures.org.uk

Higher education:

www.ucas.com/

www.discoveruni.org.uk

www.gov.uk/student-finance

www.grows.ac.uk/resources/education-options/best-course-4-me

www.informedchoices.ac.uk/

www.notgoingtouni.co.uk

www.thestudentroom.co.uk/

Much of this site is opinion based, so use with caution.

Information about careers:

www.nationalcareersservice.direct.gov.uk

www.prospects.ac.uk/jobs-and-work-experience/job-sectors

www.careersbox.co.uk/

www.icould.com

Volunteering:

www.ncsyes.co.uk

www.do-it.org

Apprenticeships:

www.findapprenticeship.service.gov.uk

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>

Advice when starting work:

www.citizensadvice.org.uk/work/young-people/young-people-and-employment/

General:

www.heppsy.org

www.hepp.ac.uk/

For teachers and tutors



Business and education organisations are working together to promote careers in workplaces and sectors aiming to increase the knowledge of local young people.

To see what's happening in different areas, go to:

Enterprise Adviser Network

www.enterpriseadviserscr.org.uk/

Barnsley

www.moreandbetterjobs.co.uk/

Doncaster

www.opportunitiesdoncaster.co.uk

Rotherham

www.investrotherham.com/

Sheffield

www.sheffieldbusinessstogether.org.uk

Inspiring the Future

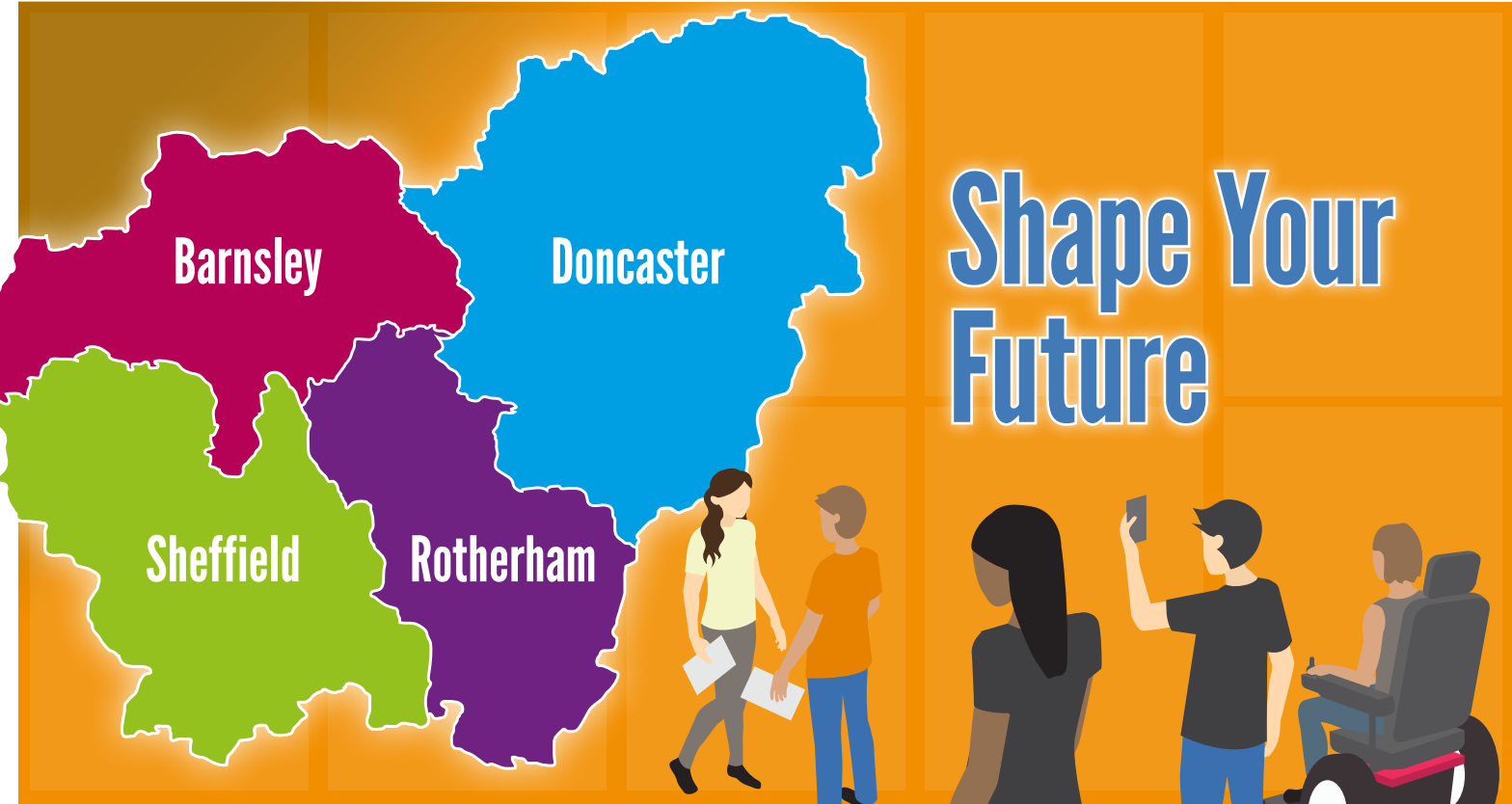
www.inspiringthefuture.org/

Gatsby Benchmarks

www.goodcareerguidance.org.uk/



Top tip! Use the links on the other pages to help you find other information such as for specific job sectors.



This information has been produced by aspire-igen in collaboration with HEPP and with the support of the following organisations:



For further information contact:



www.aspire-igen.com



www.hepp.ac.uk/contact/